User's Manual for Cordless Digital Answering System Speakerphone 7630

Part 2

Please read ***Part 1 — Important Product Information,*** *included in your package.*

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Printed in Mexico. 848232849 Issue 1AT&T

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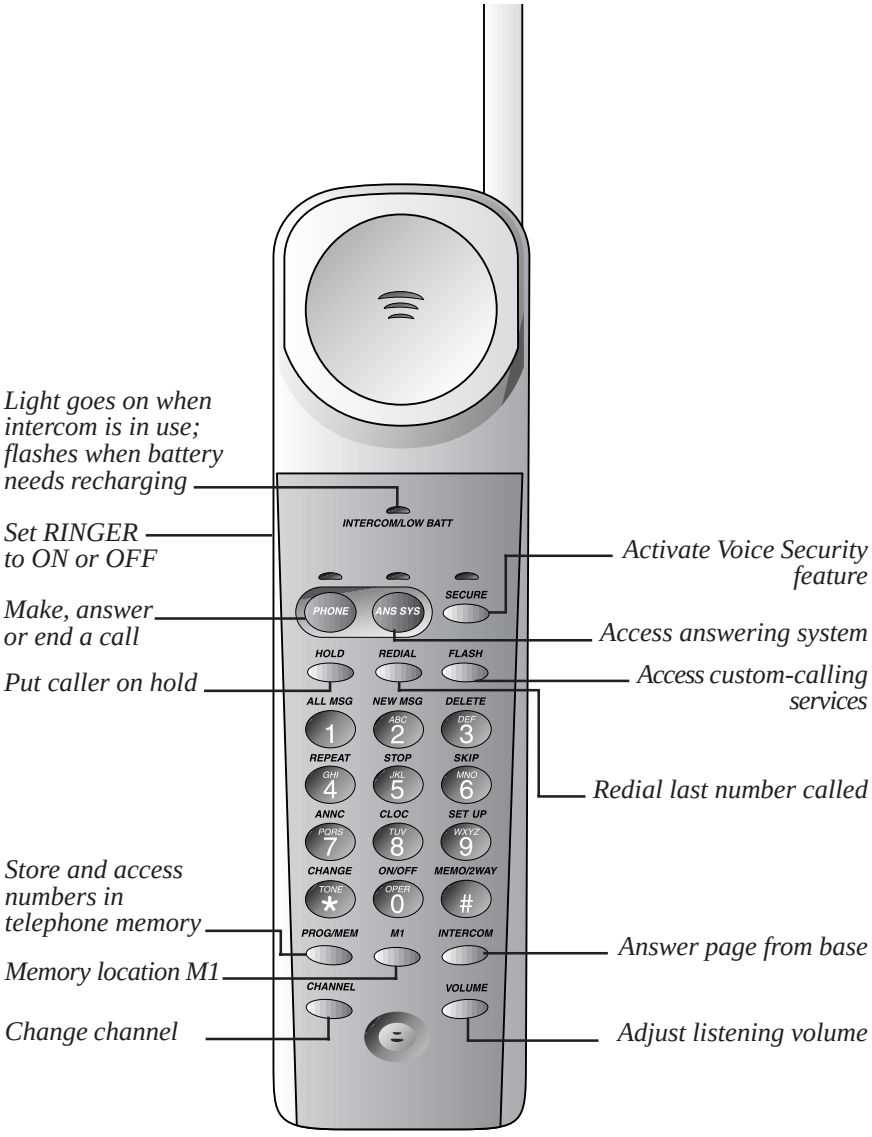
INSTALLATION



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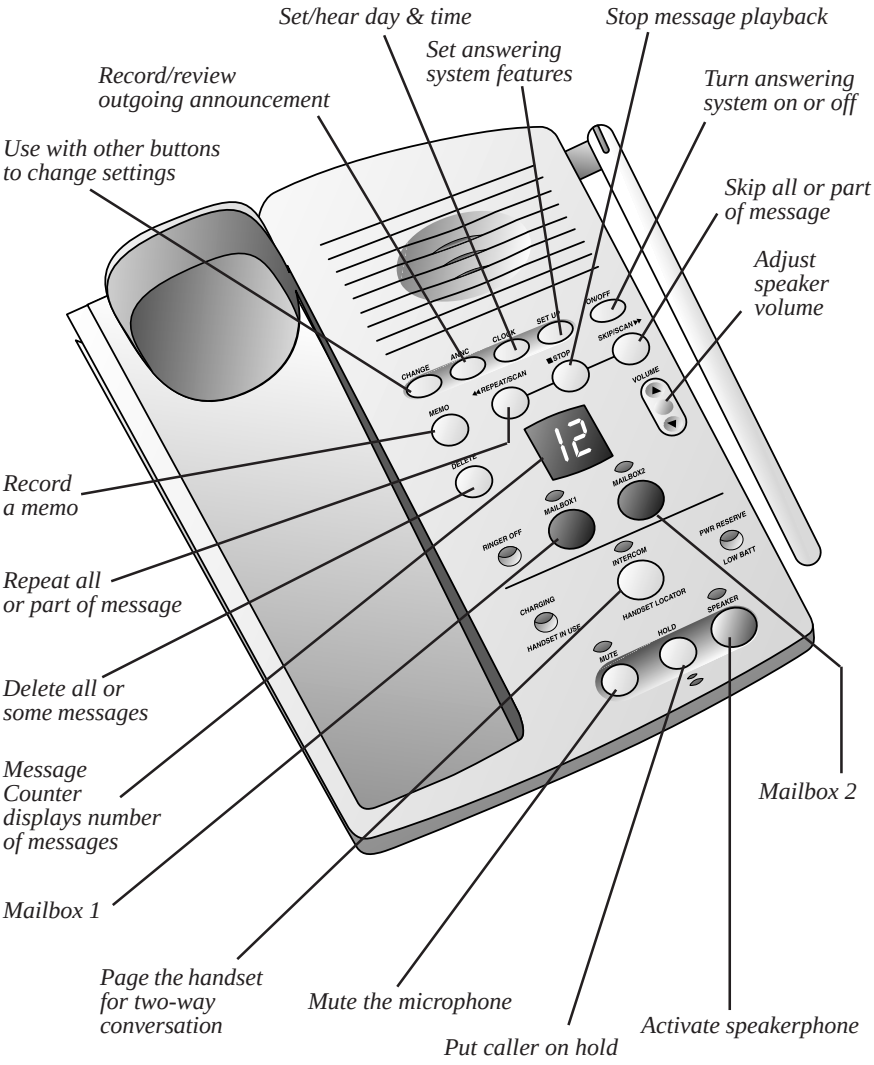

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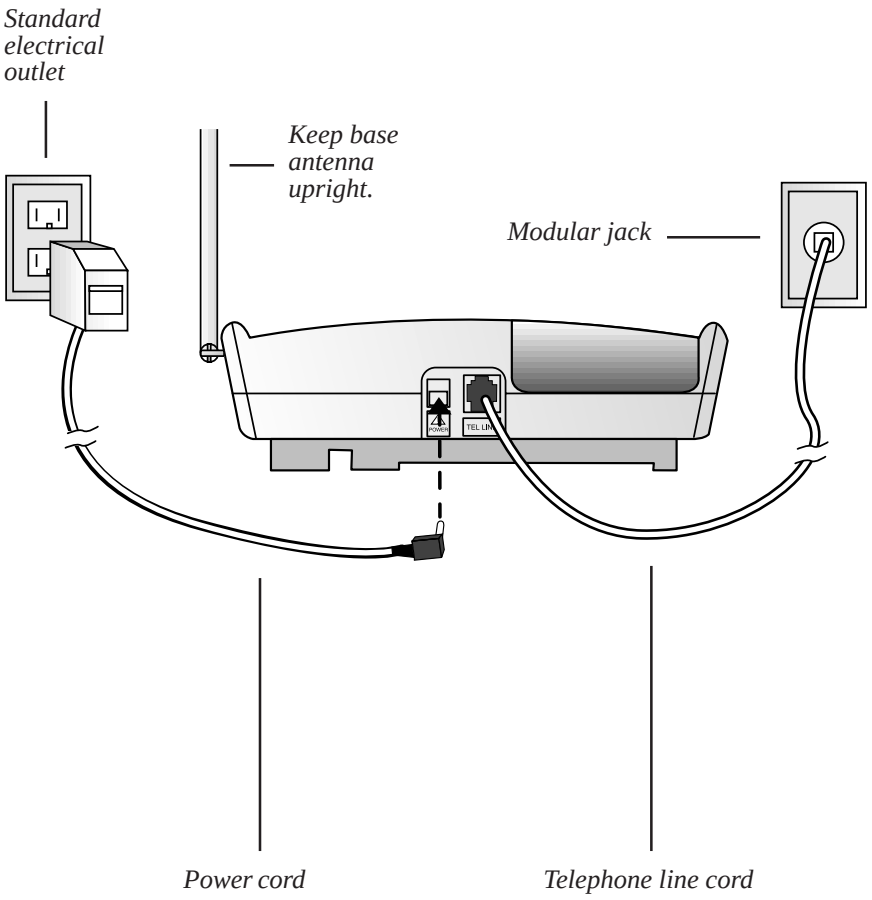

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INSTALLATION

Table/Desk Installation

1 **Choose a spot near an electrical outlet and a telephone jack.**
This phone requires a modular telephone jack and a standard electrical outlet (110v AC) not controlled by a wall switch.

2 **Install the handset battery.**
- Remove the battery compartment cover on the handset by pressing on the indentation and sliding the cover downward.
- Plug the battery pack connector into the handset and place the battery pack in the case. (See figure in section on "Handset Batteries.")
- Place the battery case cover on the handset by sliding it on its track up over the battery case until it snaps firmly in place.

3 **Set the RINGER switch.**
Set the switch on the side of the handset to **ON** so the handset will ring. When this switch is set to **OFF** the handset will not ring.

NOTE: *If you set the **RINGER** switch to **OFF**, the handset battery will last longer. However, when the **RINGER** is set to **OFF**, you will always need to press* PHONE *on the handset to answer a call, even if the handset has been in the base.*

4 **Install the power reserve batteries.**
- Turn the base upside down.
- Push in on the two tabs at the large end of the triangular mounting bracket, and lift it off the unit.
- Push in the tab on the battery compartment door, and open it.
- Insert the 4 AA batteries provided with the phone. When replacing batteries, always use four new alkaline or heavy-duty batteries.
- Close the battery compartment door.
- Reattach the mounting bracket by inserting the tabs into the slots. Push down on the large end of the base to lock it into place. Make sure the larger end is toward the top of the telephone. The telephone should sit flat on your table or desk during use.

5 **Connect the telephone line cord.**
Plug one end of the telephone line cord into the jack labeled **TEL LINE** on the back of the base. Plug the other end of the line cord into a modular phone jack. Make sure the plug snaps firmly in place.

6 **Connect the power cord.**
Plug the power cord into the jack labeled **POWER** ⚠ on the back of the base. Plug the AC adapter on the power cord into an electrical outlet not controlled by a wall switch.

CAUTION: Use only the AC power adapter supplied with this telephone. Power Supply HADW-1; Input:120V AC, 60 Hz, 16 W; Output 12V DC, 900mA.

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INSTALLATION

NOTE: *When the system is first connected to AC power, it begins an automatic initialization routine. After this routine is complete, the Message Counter flashes* ***CL****, indicating the clock needs to be set. See "Setting the Clock" in the Answering System Set-up section of this manual.*

7 **Rotate the base antenna so it is fully upright.**

8 **Charge the handset batteries before use.**
Place the handset in the base and charge the batteries for 4 hours. The CHARGING light on the base goes on to show the handset is in the right position to charge the batteries.

9 **Check for dial tone.**
After the batteries are charged, pick up the handset. Press PHONE; the PHONE light should go on and you should hear a dial tone. Press PHONE again to turn the phone off.

10 **Set the dial mode.**
If you have touch tone service, the phone is ready to use as soon as the batteries are charged.

If you have dial pulse service you'll need to change the dialing mode. When the phone is off, press PHONE, PROG/MEM, #, #, #, 3 to set the dial mode to Dial Pulse. To return to touch tone dialing (with touch tone service), press PHONE, PROG/MEM, #, #, #, 8.

For Wall Installation

The wall mounting bracket is a wedge-shaped plastic piece attached to the bottom of the base. You'll need to attach this piece so the thickest end of the bracket is facing the floor when you wall-mount the base.

1 **Follow Steps 1 to 4 in Table/Desk Installation, except do not re-attach the wall mounting bracket.**

2 **Connect the power cord to the telephone.**
Plug the power cord into the jack labeled **POWER** ⚠ on the back of the base.

3 **Guide the power cord from the jack through the straight channel on the base.**
Let the excess cord extend straight out of the end of the channel that is farthest from the jack.

4 **Connect the telephone line cord.**
Plug one end of the line cord into the jack on the base. Guide the cord from the jack through the curved channel on the bottom of the base. Wrap any excess line cord around the 2 crescent-shaped tabs on the underside of the wall-mounting bracket. (Make sure you leave enough cord free to extend to the wall jack.)

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INSTALLATION

5 **Feed the free end of the line cord through the rectangular opening in the center of the bracket.**

6 **Replace the bracket.**
Place the bracket back on the base so that the thicker end will be at the bottom of the base when wall-mounted.

7 **Connect the line cord to the wall jack.**
Make sure it snaps firmly into place.

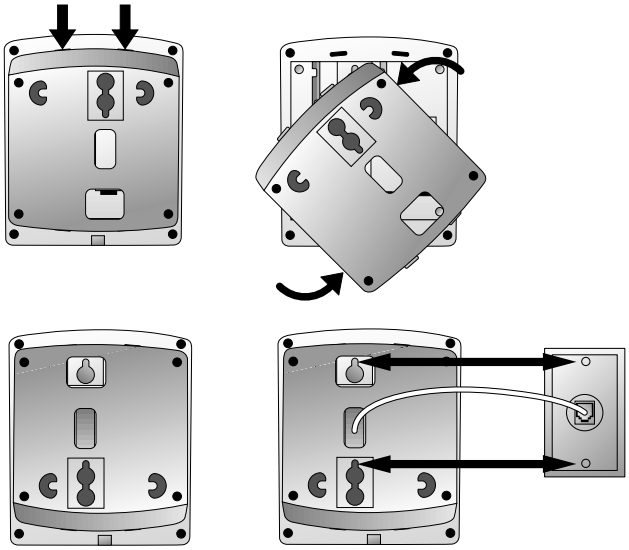
8 **Mount the base on the wall.**
Hold the base so the mounting knobs on the wall plate fit the keyhole slots on the base. Slide the base down onto the knobs until it locks into place.

9 **Plug the AC adapter on the power cord into an electrical outlet not controlled by a wall switch.**

CAUTION: Use only the AC power adapter supplied with this telephone. Power Supply HADW-1; Input:120V AC, 60 Hz, 16 W; Output 12V DC, 900mA.

***Note**: When the system is first connected to AC power, it begins an automatic initialization routine. After this routine is complete, the Message Counter flashes **CL**, indicating the clock needs to be set. See "Setting the Clock" in the Answering System Set-up section of this manual.*

10 **Follow Steps 7 to 10 in Table/Desk Installation.**



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TELEPHONE OPERATION
At the Handset

Making a Call

1 Press PHONE on the handset (the PHONE light goes on).
2 When you hear a dial tone, dial the number.

Answering a Call

If the handset is in the base, lift the handset. The PHONE light goes on and the call is connected.

— OR —

If the handset is away from the base, press PHONE on the handset. The PHONE light goes on and the call is connected.

NOTE: *Although ringing stops when you answer, you might not be able to hear the other party until the PHONE light goes on steadily.*

Ending a Call

Press PHONE on the handset

— OR—

Place the handset in the base

Handset Volume Control

The handset volume can be set to three different levels. Each time you press VOLUME on the handset the level of what you hear through the handset changes. Changing this setting does not affect what the other party hears.

Flash

Press FLASH to activate custom-calling services such as Call Waiting or 3-Way Calling. You may have to press other buttons before or after FLASH as explained in the custom-calling instructions provided by your local phone service company.

Redial

The last number dialed (up to 16 digits) on this phone is stored in redial memory until you dial another number.

1 Press PHONE and wait for the PHONE light to go on.
2 When you hear a dial tone, press REDIAL.

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TELEPHONE OPERATION
At the Handset

Hold

Press HOLD to put a call on hold. The PHONE light on the handset flashes.

To return to the call, press HOLD again
— OR —
Press PHONE on the handset
— OR —
Press SPEAKER on the base
— OR —
Lift the handset of an extension phone on the same line.

Temporary Tone

NOTE: *If you have touch tone service, you do not need to use the Temporary Tone feature.*

If you have dial pulse (rotary) service, this feature allows you to enter codes or tones needed to operate certain answering machines or to use electronic banking services, calling cards, and other special services. This feature will operate most special services; however, some services may actually require a touch tone line. To be sure, ask the company that provides the special service.

1. Dial the call, then press *. Any dial buttons pressed after this send touch tone signals.
2. After you hang up, the phone automatically returns to dial pulse (rotary) dialing.

Voice Security

Activating Voice Security reduces the chance of your conversation being inadvertently overheard by a neighbor's cordless phone or other radio receiving equipment within range of your phone.

To activate Voice Security, press SECURE. The SECURE light goes on.

To deactivate Voice Security, press SECURE again.

NOTE: *Activating this feature may reduce the sound quality of your calls.*

Page/Intercom

1. Press INTERCOM on the handset. When the INTERCOM/LOW BATT light on the handset goes on, you can speak to the base, and the base can respond.
2. Press INTERCOM on the handset to close the intercom connection.

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TELEPHONE OPERATION
At the Handset

Handset Locator

This feature is useful if you misplace the handset.

To locate the handset using this feature, press and hold the INTERCOM/HANDSET LOCATOR button on the base for approximately four seconds. A repeating paging tone is sounded in the handset.

To cancel the handset locator feature, press CHANNEL on the handset or the INTERCOM/HANDSET LOCATOR button on the base. The Handset Locator feature will turn itself off in approximately three minutes if you haven't turned it off before then.

NOTE: *The handset **RINGER** switch must be set to **ON** to operate this feature.*

Recording a Phone Conversation

Using the handset (not the speakerphone), you can record a phone conversation up to 3 minutes long. You can listen to the recording as you do any other messages.

NOTE: *This unit does not sound warning beeps to let the other party know that the call is being recorded. To ensure that you are in compliance with any state and federal regulations that concern recording a telephone call, you should start the recording process and then inform the caller that you are recording the call.*

1. Press ANS SYS, then MEMO/2 WAY # at any time during a phone conversation at the handset.
2. Press 1 or 2 to select in which mailbox the conversation will be recorded. The system beeps and begins recording.
3. To stop recording, press 5.

Power Reserve Feature

The power reserve batteries in the base allow you to use your cordless handset to make and answer calls in the event of a power failure.

To ensure that this feature will be available during power failure, replace the power reserve batteries with fresh heavy-duty or alkaline batteries when the PWR RESERVE BATT LOW light on the base goes on. The power reserve feature will not work if you install or replace the power reserve batteries **during** a power outage. The phone requires AC power to recognize that new batteries have been installed.

NOTE: *The Power Reserve feature allows you to make and answer calls in the event of a power failure (if the power reserve batteries have power). Other features will not function during power failures.*

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TELEPHONE MEMORY
At the Handset

This cordless answering system can store 20 different phone numbers that you dial by pressing PROG/MEM and two of the number buttons. The cordless answering system can also store a telephone number that you dial by pressing only M1.

Storing Memory Numbers

1. Make sure the handset is off.
2. Press PROG/MEM.
3. Enter the phone number (up to 16 digits).
4. Press PROG/MEM.
5. Press two number buttons (01 to 20) for the memory location where the number is to be stored
   —OR—
   Press M1.
6. You will hear a three-part tone that confirms the number was stored properly. If you hear a long buzzing tone, or nothing at all, press PHONE, then follow the step above to store the number again.
   For example, to store 555-1212 in memory location 9, press PROG/MEM, then press 5 5 5 1 2 1 2, PROG/MEM, 0 9.

NOTE: *You may choose to store emergency numbers in memory locations. The manufacturer assumes no responsibility for customer reliance upon this feature.*

Storing a Pause in a Memory Number

If this phone is connected to a switchboard, you might have to dial an access number (usually 9) to get an outside line. You can store the access number and a pause in the dialing sequence; the pause allows the switchboard enough time to get an outside line dial tone.

When storing a number in memory, press and hold down the number button that comes before the pause until you hear the second beep. This inserts a 1.5-second pause after that digit. If you hold the number button down longer, you will hear more beeps as additional pauses are stored.

NOTE: *Each pause you store is counted as a digit. You can store up to 16 digits in each memory location.*

For example, to store 9, PAUSE, 555-1212 in memory location 3, press PROG/MEM, then hold down 9 until you hear a second beep. Then press 5 5 5 1 2 1 2, PROG/MEM, 0 3.

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TELEPHONE MEMORY
At the Handset

Storing a Number Just Dialed
Whenever you make a telephone call, you can store the number you dialed in memory. Press REDIAL instead of entering the telephone number when storing memory numbers.

Dialing Memory Numbers
1. Press PHONE.
2. Press PROG/MEM.
3. Press the number buttons (01 to 20) you assigned to the number you're calling.

For example, to dial the number you assigned to location 6, press PHONE, PROG/MEM, 0, 6.

Dialing Number Stored in M1
1. Press PHONE.
2. Press M1.

Replacing a Stored Number
You can replace a stored number by storing a new number in its place.

Memory Guard
The phone numbers you store in memory are protected from loss when you change the handset battery, or in the event of a power failure.

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TELEPHONE OPERATION
At the Base

Answering a Call

To answer using the Speakerphone, press SPEAKER on the base. The SPEAKER light goes on, and the call is connected. To end the call, press SPEAKER again.

Conecting to a Call With the Speakerphone

You can make a call at the handset, and then switch to using the speakerphone.

1. Make a call at the handset.
2. Press SPEAKER on the base to connect to the call.
3. Press PHONE on the handset to disconnect the handset.
4. To end the call, press SPEAKER on the base.

Speakerphone Volume Control

Press ▲ to increase speakerphone volume. Press ▼ to decrease volume.

Mute

Mute allows you to hear your caller, but prevents the caller from hearing you.

To activate the Mute feature, press MUTE. The MUTE light on the base goes on. To deactivate the Mute feature, press MUTE again.

Hold

Press HOLD. The speaker light flashes.

To return to the call, press HOLD again

— OR —

Press PHONE on the handset

— OR —

Press SPEAKER on the base

— OR —

Lift the handset of an extension phone on the same line.

Page/Intercom

1. Press the INTERCOM/HANDSET LOCATOR button on the base. This sends a three-part paging tone to the handset.
2. When the INTERCOM button on the handset is pressed and when the INTERCOM/LOW BATT light on the handset goes on, the handset and base can communicate with each other without tying up the telephone line.
3. Press INTERCOM on the handset to close the intercom connection.

NOTE: *The handset **RINGER** switch must be set to **ON** to operate this feature.*

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OPERATING RANGE

This cordless telephone answering system operates at the maximum power allowed by the Federal Communications Commission (FCC). Even so, the handset and base can communicate over only a certain distance — which can vary with the locations of the base and handset, the weather, and the construction of your home or office. For best performance, make sure the base antenna is fully upright, as shown in the Installation section of this manual.

If the handset is moved to a point where the base and handset can no longer communicate, you are "out of range." When you try to make a call, the handset will sound two short beeps to indicate that you are out of range.

If you receive a call while you are out of range, the handset might not ring — or, if it does ring, the call might not connect when you press PHONE. Move closer to the base, then press PHONE again to answer the call.

If you move out of range during a phone conversation, you will hear noise or interference. To improve reception, move closer to the base.

If you attempt to hang up while you are out of range, the phone will be left "off the hook." To hang up, walk back into range, periodically pressing PHONE until the PHONE light goes off.

Changing Channels

This cordless telephone has an advanced 25-channel **Auto Select** feature that minimizes the chance of interference. Every time you answer or make a call, the Auto Select feature searches for and selects a clear channel.

In the unlikely event that you hear noise or interference while using the handset:

1. Press CHANNEL.
2. If the interference does not clear, continue to press CHANNEL until you find a clear channel (your call will not be interrupted)
   — OR —
   Move closer to the base and press CHANNEL.

NOTE: *You must be in range to change channels.*

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ANSWERING SYSTEM SET-UP

Turning the System On/Off

The answering system must be on in order to use any answering system functions. When the answering system is on, the Message Counter is on (a steady or flashing display). To turn the answering system on, press ON/OFF on the base. The system announces "The machine is on."

To turn the system off, press ON/OFF again. The system announces "The machine is off."

Speaker Volume Control

Press ▲ or ▼ on the base to adjust speaker volume, from 0 (lowest) to 7 (highest). If the volume setting is set to 7 and you press ▲, or if it's set to 0 and you press ▼, you'll hear a beep to let you know you're already at the maximum or minimum setting.

About Mailboxes

This answering system offers you 2 voice mailboxes, providing a convenient way to share an answering system with other members of your household or business. Callers using a touch tone phone can select the mailbox in which their messages will be recorded by pressing 1 or 2 after the system answers the call. Those not using a touch tone phone, or those who do not press 1 or 2 can still leave messages; those messages are automatically recorded in Mailbox 1.

Setting the Clock

You'll need to set the clock so it can record the day and time that each message is received.

1. Press CHANGE. The Message Counter displays **CH.**
2. Press CLOCK. The system announces the current day setting.
3. To change the day setting, hold down SKIP/SCAN▶▶ or ◀◀REPEAT/SCAN until the correct day is announced. Then release the button.
4. Press CLOCK. The system announces the current hour setting.
5. To change the hour setting, hold down SKIP/SCAN▶▶ or ◀◀REPEAT/SCAN until the correct hour is announced. Then release the button.
6. Press CLOCK. The system announces the current minutes setting.
7. To change the minutes setting, hold down SKIP/SCAN▶▶ or ◀◀REPEAT/SCAN until the correct minutes are announced. Then release the button.
8. Press CLOCK. The system announces the new day and time.

To check the current clock setting, *press* CLOCK.

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ANSWERING SYSTEM SET-UP

Announcement Options

Before using this answering system, you can record an announcement (up to 3 minutes long) that callers will hear when the system answers a call. When you record your announcement, make sure you indicate who has been assigned each mailbox, and that callers should press 1 or 2 to access the appropriate mailbox. For example,

> *"Hello. You've reached Meadowlark Nursery. To leave a message for Ms. Arbor, press 1. To leave a message for Mr. Cardinal, press 2. If you don't have a touch tone phone, wait for the tone."*

You can record up to three different announcements — **A**, **B**, and **AO**. Announcements **A** and **B** are used when you want the system to record callers' messages. Announcement **AO** (announcement only) is used when you want to give information to callers. (Some businesses use this announcement to advise callers of their hours of operation.) By selecting **A**, **B** or **AO**, you decide which announcement your callers will hear when the system answers a call.

If you choose not to record an announcement for **A** or **B**, the system answers with a prerecorded announcement: "Hello. Please leave a message after the tone." The system does not have a prerecorded announcement for **AO**.

Selecting Your Announcement

1. Press CHANGE. The Message Counter displays **CH**.
2. Press SET UP until you hear "Selected announcement is —."
3. Use SKIP/SCAN▶▶ or ◀◀REPEAT/SCAN to move to the announcement option you want.
4. Press ■STOP.

Recording Your Announcement

1. If the announcement you want to record is the currently selected announcement (**A**, **B**, or **AO**) go to step 2.

   If not, select the announcement by following Steps 1-4 in "Selecting Your Announcement" then go to Step 2 below.
2. Press CHANGE.
3. Press ANNC.
4. When the system prompts you, begin recording your announcement. Your announcement can be up to 3 minutes long. Speak in a normal tone of voice, about 9 inches from the microphone.

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5 When you are finished, press ■STOP. The system plays back the announcement, and the Message Counter displays **AP** (Announcement Play). If the announcement did not record successfully, you'll hear an error tone indicating you need to record again**.**

To review the announcement at any time, *press* ANNC.

Deleting an Announcement

1 Select the announcement you want to delete.
2 Press ANNC.
3 Press DELETE while the announcement is playing. The system beeps once when the announcement is deleted.

Announcement Play/Silent

Your system comes set so you can hear your announcement when the system answers a call. You can reset the system so you won't hear the announcement.

Press and hold ANNC for approximately 2 seconds, until the current setting (**AP** for Announcement Play, or **AS** for Announcement Silent) is displayed. Continue to hold down ANNC until the display changes, then release the button.

Feature Set-Up

You can set up one feature at a time as described below, or you can set up a feature, and then move on to set up another feature. After you change one feature press SET UP until you hear the voice prompt for the next feature you want to change.

Ring Select and Toll Saver

Use Ring Select to select how many times the phone will ring before the system answers a call. Set for **1** to **7** rings, or set to **SA** for Toll Saver (Ring Select is preset to **4**). When you set the system to **SA**, the system answers after 4 rings when you have no new messages, and after 2 rings when you have new messages.

1 Press CHANGE.
2 Press and release SET UP until you hear "Number of rings...". The Message Counter displays the current Ring Select setting.
3 Press SKIP/SCAN▶▶ or ◀◀REPEAT/SCAN to change the setting.

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ANSWERING SYSTEM SET-UP

Audible Message Alert

If you want the base to beep once every 15 seconds to notify you that new messages have been received, set the Message Alert to on (the Message Counter displays + for on and – for off.

1. Press CHANGE.
2. Press and release SET UP until you hear "Message Alert is...". The Message Counter displays the current Message Alert setting.
3. Press SKIP/SCAN▶▶ or ◀◀REPEAT/SCAN to change the setting.

Remote Access Code

The Remote Access Code allows you to access features and functions of the answering system from a touch tone phone. The Remote Access Code is preset to 500, but you can change it to any three-digit number from 500 to 999 following the steps below.

NOTE: *Do not use the same code as the Priority Calling Code.*

1. Press CHANGE.
2. Press and release SET UP until you hear "Remote Access Code is...". The system announces the current Remote Access Code.
3. Press SKIP/SCAN▶▶ or ◀◀REPEAT/SCAN to change the first digit. Press SET UP to move to the second digit.
4. Press SKIP/SCAN▶▶ or ◀◀REPEAT/SCAN to change the second digit. Press SET UP to move to the third digit.
5. Press SKIP/SCAN▶▶ or ◀◀REPEAT/SCAN to change the third digit. Press SET UP to save. The system announces the new Remote Access Code.

Priority Call Signal

When a caller enters the Priority Calling Code from a touch tone phone, the system beeps loudly to alert you that you have a priority call. You'll need to provide select callers with the Priority Calling Code (preset to 999), in order for them to use this feature.

1. *Your caller* dials your telephone number from a touch tone phone.
2. When the announcement begins to play, your caller can enter the Priority Calling Code.
3. The system beeps 3 times, then pauses. This continues for up to 30 seconds, unless you answer the phone.
4. If you do not answer, your caller can press 5 to stop the priority call signal.

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ANSWERING SYSTEM SET-UP

Changing the Priority Calling Code

The priority calling code comes set to 999, but you can change it to any three-digit number from 500 to 999 following the directions below.

NOTE: *Do not use the same code as the Remote Access Code. If you set the Remote Access Code and the Priority Calling Code to the same number, the phone will always interpret that number as the Remote Access Code.*

1. Press CHANGE.
2. Press and release SET UP until you hear "Priority Call Code is...". The system announces the current Priority Calling Code.
3. Press SKIP/SCAN▶▶ or ◀◀REPEAT/SCAN to change the first digit. Press SET UP to move to the second digit.
4. Press SKIP/SCAN▶▶ or ◀◀REPEAT/SCAN to change the second digit. Press SET UP to move to the third digit.
5. Press SKIP/SCAN▶▶ or ◀◀REPEAT/SCAN to change the third digit. Press SET UP to save. The system announces the new Priority Calling Code.

Base Ringer Setting

1. Press CHANGE.
2. Press and release SET UP until you hear "Base ringer is...". The Message Counter displays + if the ringer is on; – if the ringer is off.
3. Press SKIP/SCAN▶▶ to change the setting. When you set the ringer to off, the BASE RINGER OFF light on the base goes on.

Reviewing Feature Settings

You can check the status of the feature settings by pressing SET UP.

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ANSWERING SYSTEM OPERATION
At the Base

Answering Calls

When you've selected Announcement A or B and turned the system on, the caller hears the announcement you recorded, followed by a beep. During the announcement, callers can press 1 or 2 to select a mailbox, or they can wait for the beep to leave a message in Mailbox 1. A caller can leave a message up to 3 minutes long. If the message is longer than 3 minutes, or if the caller is silent for more than 7 seconds, or if the system runs out of memory, the system beeps once and hangs up.

If you've selected Announcement AO, callers hear your announcement. If a caller doesn't enter a mailbox number before the announcement ends, the system plays to the end of the announcement, then hangs up. (If you want a caller to be able to leave a message when announcement is set to AO, instruct him or her to press # or a mailbox number while the announcement is playing.)

If the system if OFF and the phone rings, the call will be answered after 10 rings and the caller will hear "*The machine is off.*" If the system is ON and the memory is full, the call will also be answered after 10 rings. The caller will hear "*Memory is full.*" Remote access commands to change the ON/OFF status are explained in "ANSWERING SYSTEM OPERATION–From Cordless Handset or Touch Tone Phone."

Call Screening/Intercept

Set the system to answer calls, and set the volume control so you can hear the caller's message.

If you decide to take the call, press PHONE on the handset or SPEAKER on the base.

If you pick up an extension phone during the announcement and the announcement does not stop right away, press and release the telephone switchhook or press ■STOP on the base.

Announcement Bypass

You might want to let frequent callers know they can press # on a touch tone phone when they hear your announcement begin. The system then stops playing your announcement and beeps so that the caller can immediately begin recording a message.

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ANSWERING SYSTEM OPERATION
At the Base

Listening to Your Messages

As the system plays back messages in a mailbox, the Message Counter displays the number of the message playing. Before playing each message, the system announces the day and time the message was received. After playing the last message, the system announces "End of messages."

Play all messages in a mailbox

Press and release the appropriate MAILBOX button. If you have no messages in that mailbox, the system announces "No messages."

Play new messages only

Hold down the appropriate MAILBOX button for about 2 seconds, until the system begins playing. If you have no new messages in that mailbox, the system announces "No new messages."

Repeat entire message

Press and release ◀◀REPEAT/SCAN.

Back up to earlier message

Press and release ◀◀REPEAT/SCAN until the Message Counter displays the number of the message you want.

Repeat part of a message

Hold down ◀◀REPEAT/SCAN for a few seconds, then release it to resume playing. The system beeps while the button is held down.

Skip to next message

Press and release SKIP/SCAN▶▶.

Skip ahead to a later message

Press and release SKIP/SCAN▶▶ until the Message Window displays the number of the message you want.

Skip part of a message

Hold down SKIP/SCAN▶▶ for a few seconds, then release it to resume playing. The system beeps while the button is held down.

Stop message playback

Press and release ■STOP.

Saving Messages

The system saves your messages automatically until you delete them, and can store approximately 12 minutes of messages, memos and announcements (up to a maximum of 99 messages). When memory is full, or the maximum number of messages is recorded, the Message Counter flashes an **F**. You'll need to delete messages to make room for new ones.

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ANSWERING SYSTEM OPERATION
At the Base

Deleting Messages
Delete all messages in a mailbox
Press and release DELETE, then press the MAILBOX button of the mailbox you want to clear. The system announces “Messages deleted.” The Message Counter displays the number of messages in the other mailbox. If you haven’t listened to all of the messages, the system sounds an error tone, and does not delete messages.

Delete selected messages
Press and release DELETE while the message you want to delete is playing. The system beeps once, and continues with the next message. If you want to check that you are deleting the right message, you can press ◀◀REPEAT/SCAN to replay a message before deleting it.

When the system reaches the end of the last message, the messages not deleted are renumbered, and the Message Counter displays the total number of messages remaining in memory.

Replay deleted message
Before the system announces "End of Message," you can replay a deleted message. Press ◀◀REPEAT/SCAN until the message window displays the number of the deleted message. Once the system announces "End of Message," you cannot replay a deleted message.

Recording a Memo
You can record a memo to be stored as an incoming message. The memo can be up to 3 minutes long, and will be played back with other messages.

1. Press and release MEMO on the base. Both mailbox lights blink rapidly.
2. Press a MAILBOX button to select a mailbox for the memo. After the beep, speak toward the microphone. The Message Window displays the length of your memo.
3. To stop recording, press ■STOP.

Message Guard Power Fail Protection System
With the Message Guard Power Fail Protection System, your messages and announcements will be saved in the event of power failure.

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ANSWERING SYSTEM OPERATION
At Cordless Handset or Touch Tone Phone

This cordless answering system allows you to retrieve messages and access other features even when you are away from your home or office. Additionally, you can use the cordless handset to access answering system features when you are within range of the base.

Whether you are using the cordless handset or calling from a touch tone phone, you press the same buttons. The only difference is the way you connect with the answering system.

Connecting with the Answering System
From the Cordless Handset

When the RINGER switch is set to ON, the ANS SYS light on the handset flashes to let you know you have new messages. To access the answering system:

1. Press ANS SYS on the handset, and wait for the ANS SYS light to go on.
2. The system announces the number of messages, and then beeps twice.
3. After the two beeps, the system is ready to accept a command.
4. To end the connection with the answering system, press ANS SYS or return the handset to the base.

From a Touch Tone Phone

1. Dial your telephone number.
2. When the outgoing announcement begins to play, enter your Remote Access Code.
3. The system announces the number of messages, then beeps twice.
4. After the two beeps, the system is ready to accept a command.

Voice Help Menu

The Voice Help Menu allows you to use the answering system from your cordless handset or from a remote touch tone telephone, even if you do not know or remember the various command codes. Once you have connected with the answering system, press 5. The system announces a list of operations and the buttons you need to press. At the end of the list, the system beeps twice to indicate it is ready to accept a command. You can access the Voice Help Menu any time after the system has given you the two-beep signal that it is ready to accept a command.

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ANSWERING SYSTEM OPERATION
At Cordless Handset or Touch Tone Phone

Remote Access Commands
Playing Messages

1 **Connect with the answering system.**

2 After the two beeps, wait 4 seconds. The system plays back messages in Mailbox 1

— OR—

Press and release 1, then enter a Mailbox number (1 or 2), to play all messages in that mailbox

— OR —

Press and release 2, then enter a Mailbox number (1 or 2) to play only new messages in that mailbox.

3 **To repeat a message,** press and release 4 while the message is playing. Each time you press and release 4, the system backs up one more message.

If you're calling from a touch tone phone that sends a continuous tone when you hold down a button, you can repeat part of a message by pressing and holding 4. Release 4 to resume playing.

To skip a message, press and release 6 while the message is playing. Each time you press and release 6, the system advances one more message.

If you're calling from a touch tone phone that sends a continuous tone when you hold down a button, you can skip part of a message by pressing and holding 6. Release 6 to resume playing.

To stop message playback, press 5.

To save messages, hang up.

To play messages in another mailbox

After playing messages in one mailbox, the system announces “End of messages” and beeps twice. You can then press 1 (all messages) or 2 (new messages only) and enter the number of the other mailbox.

Deleting Messages

Connect with the answering system and begin playing messages.

To delete a selected message, press and release 3 while the message is playing.

To delete all messages in a mailbox, after you listen to all messages in the mailbox and hear "End of Messages", press 3 and then the mailbox number.

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ANSWERING SYSTEM OPERATION
At Cordless Handset or Touch Tone Phone

Call Screening

You can uses the cordless handset to listen to callers as they leave messages. You can speak to a caller by pressing PHONE.

To monitor a call:

1. If the handset is away from the base, press ANS SYS.
2. To end monitoring without taking the call, press ANS SYS or put the handset in the base.

Recording Outgoing Announcement

1. **Connect with the answering system.**
2. Press * 7. The system beeps to signal that it's ready to accept a command.
3. Record your announcement.
4. Press 5 to stop recording. The system beeps and plays back your announcement, then beeps twice and is ready to accept a command.

Reviewing your announcement

1. **Connect with the answering system.**
2. Press 7. The system plays your announcement, then beeps twice and is ready to accept a command.

Recording a Memo

1. **Connect with the answering system.**
2. Press #, then enter the number of the mailbox where you want the memo recorded, and begin speaking after the beep.
3. Press 5 when you are finished.

Setting the Clock

1. **Connect with the answering system.**
2. Press * 8. You will hear the current day, followed by "To change, press 6 or 4. To change the hour, press 8."
3. Press 4 to move back a day, or 6 to move forward a day.
4. Press 8. The system announces the current hour setting, followed by "To change press 6 or 4. To change the minutes press 8."
5. Press 4 to decrease or 6 to increase hour.
6. Follow the same procedure to change the minutes setting.
7. The system announces the new time setting, then beeps twice to indicate it is ready to accept a command.

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ANSWERING SYSTEM OPERATION
At Cordless Handset or Touch Tone Phone

Remote ON/OFF
Review ON/OFF Status

Connect with the answering system. Press ON/OFF 0. The system announces the current status, then beeps twice and is ready to accept a command.

Turning System Off

1 **Connect with the answering system.**
2 Press * 0. The system announces "The machine is off," then beeps twice to indicate it is ready to accept a command.

Turning System On

When the system is off, it answers after 10 rings, and announces “The machine is off,” then beeps twice to indicate it is ready to accept a command. Press * 0. The system announces "The machine is on," then beeps twice.

Recording a Message When System is Off

Press # when the system answers after 10 rings. The system will beep to signal you to begin speaking.

Changing Settings

1 **Connect with the answering system.**
2 Press *, 9. You hear “To listen to settings, press 9.”
3 Press 9. You hear the currently selected announcement, followed by “To select a different announcement, press 6 or 4.”
4 Press 6 or 4 to change the selected announcement. Press 9 to save the setting.
5 The system announces the current ring select setting, followed by "To change the number of rings or select toll saver, press 6 or 4."
6 Press 6 to increase number of rings, or 4 to decrease number of rings. Press 9 to save the setting.
7 The system announces the current message alert setting, followed by "To turn on or off, press 6 or 4."
8 Press 6 or 4 to change the setting. Press 9 to save the setting.
9 The system announces Remote Access Code, followed by "To select the first digit, press 6 or 4, then press 9."
10 Press 6 to increase the first digit or 4 to decrease it, then press 9 to save it. Continue in the same way for the second and third digits.

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ANSWERING SYSTEM OPERATION
At Cordless Handset or Touch Tone Phone

11 The system announces the Priority Calling Code, followed by "To select the first digit, press 6 or 4, then press 9."
12 Follow Step 10 to change the Priority Calling Code.
13 The system announces the current base ringer setting, followed by "To turn on or off, press 6 or 4."
14 Press 6 or 4 to change the setting. Press 9 to save the setting.
15 Press 5 to exit the set-up menu.

Reviewing Settings

1 **Connect with the answering system.**
2 Press 9. The system will announce the current settings.

Exit Remote Access

If you are using a touch tone phone, hang up the telephone. If you are using the cordless handset, press ANS SYS.

Audible Signals

Sound	Meaning
Long ringing	Incoming call
Single beep	Valid button press
Three-part tone	Page
Repeating 3-part tone	Handset locator
Two short beeps	Handset is out of range
Four short beeps	Low battery
Four long beeps	Base busy
Long buzzing tone	Error - unsuccessful action
Series of ascending tones	Action has been successful

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HANDSET BATTERIES

The handset batteries need charging when:

- The phone beeps four times when you press PHONE.
- The INTERCOM/LOW BATT light on the handset is on when the phone is off.
- The INTERCOM/LOW BATT light on the handset flashes when the phone is on.
- The phone does not respond when you press PHONE, and no lights go on.

Place the handset in the base so the CHARGING light goes on. The batteries will be fully charged in 4 hours. Once the batteries are fully charged, you need only put the handset in the base when the LOW BATT light flashes.

If it is more convenient for you, you can leave the handset in the base all the time. It is impossible to overcharge the batteries. If you get a low battery signal even after 4 hours of charging, the battery should be replaced.

CAUTION: To reduce the risk of fire or injury to persons or damage to the telephone, read and follow these instructions carefully.

- Use only replacement battery 4051.
- Do not dispose of the battery in a fire. The cell might explode. Check with local codes for special disposal instructions.
- Do not open or mutilate the battery. Released electrolyte is corrosive and may cause damage to the eyes or skin. It may be toxic if swallowed.
- Charge the battery provided with or identified for use with this product only in accordance with the instructions and limitations specified in this manual.
- Observe proper polarity orientation between the battery and battery charger.

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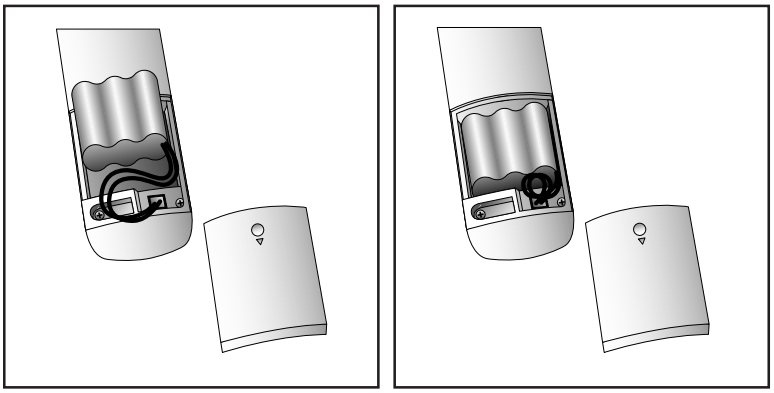
HANDSET BATTERIES

Replacing the Handset Battery Pack

1. Remove the battery compartment cover on the handset by pressing on the indentation and sliding the cover downward.
2. Lift out the old battery pack and unplug it from the handset.
3. Hold the new battery pack and plug the cord into the handset. Place the battery pack and wires in the compartment, as shown below.
4. Replace the cover by sliding it on its track up over the battery compartment until it snaps firmly in place.
5. The new batteries must be charged before using this telephone. Place the handset in the base unit and allow it to charge for 4 hours. The telephone may operate before that, but for best performance, let the batteries charge fully.



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IN CASE OF DIFFICULTY

If you have difficulty operating this telephone answering system, try the suggestions below. If you still have trouble, call 1 800 722-9125.

If the phone does not work at all

- Make sure the power cord is plugged into the base and an electrical outlet.
- Make sure the telephone line cord is plugged firmly into the base unit and the telephone jack.
- If the phone does not beep or beeps four times when you press PHONE, the batteries might need recharging.
- If the LOW BATT light is flashing, the batteries need recharging.
- Make sure the handset battery pack is installed correctly.
- If the battery pack still will not charge, replace it with replacement battery 4051.
- If the above suggestions do not solve the problem, try resetting the security code, as described below.
    - Place the handset in the base, and check to make sure the CHARGING light is on. Wait 15 seconds, then pick up the handset and press PHONE. The phone should operate properly. If it doesn't, try the next step.
    - Place the handset in the base, and check to make sure the CHARGING light is on. Unplug the AC adapter from the outlet, wait 15 seconds, then plug it in again. The CHARGING light should go on. Wait another 15 seconds, then pick up the handset and press PHONE. The phone should operate properly. If it doesn't, try the next step.
    - Pick up the handset, open the battery compartment, and unplug the battery pack. Wait 15 seconds, then reinstall the battery pack, close the battery compartment, and place the handset in the base. The CHARGING light should go on. Wait another 15 seconds, then pick up the handset and press PHONE. The phone should operate properly.

If you hear two-beep signal when you try to use the handset

- The handset and base are not communicating properly. You might be out of range while attempting to dial. Move closer to the base and try the call again.
- If moving closer to the base does not help, the handset and base might be set to different security codes. Reset the security code, described in the section above.

If you have no dial tone

Check all the previous suggestions. If you still do not hear a dial tone, disconnect the phone and try another one in the same jack. If there is no dial tone on that phone either, the problem is probably in your wiring or local service. Call your local telephone service company.

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IN CASE OF DIFFICULTY

If you hear noise or interference when using the phone

- You may be out of range. Move closer to the base.
- Press CHANNEL to change to another of the 25 channels available. If the noise is exceptionally loud, move closer to the base before changing channels.
- Household appliances plugged into the same circuit as the base can sometimes cause interference. Try moving the appliance or the base to another outlet.
- The layout of your home or office may be limiting the operating range. Try moving the base to another location, preferably on an upper floor.

If the phone does not ring when you receive a call

- Make sure the handset ringer switch is set to **ON**.
- Make sure the telephone line cord is connected firmly to the base and the telephone jack. Make sure the power cord is plugged into an outlet not controlled by a wall switch.
- You might be too far from the base. Move closer to the base.
- You might have too many extension phones on your telephone line to allow all of them to ring. Try unplugging some of the other phones.

If you hear other calls while using the phone

- Press CHANNEL to change to another channel.
- Disconnect the base from the telephone jack, and plug in a corded telephone. If you still hear other calls, the problem is probably in your wiring or local service. Call your local phone company.

If your telephone misdials or you don't hear the other person right away

- It might take a few seconds for your handset to find a good connection to the phone system. While it is searching, the PHONE light blinks rapidly. Do not start dialing until the PHONE light is on steadily.
- If you have dial pulse (rotary) service, you'll need to reset the dial mode. Press PHONE PROG/MEM, #, #, #, 3.
- If you have TONE service and you hear clicks when you are dialing, you'll need to reset the dial mode. Press PHONE PROG/MEM, #, #, #, 8.

If you hear noise in the handset and the buttons don't work

The base unit and handset might not be set to the same security code. Place the handset in the base for at least 15 seconds to reset the security code.

If speakerphone conversation sounds distorted

After the phone is powered up, the speakerphone initializes for about 10–15 seconds the first time it is used. Conversation should be clear after this.

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IN CASE OF DIFFICULTY

If messages are incomplete

- If a caller leaves a very long message, part of it may be lost when the system disconnects the call after 3 minutes.
- If the caller pauses for more that seven seconds, the system stops recording and disconnects the call.
- If the system's memory becomes full during a message, the system stops recording and disconnects the call.

If you have difficulty hearing messages

Check the volume setting.

If the system does not answer after the correct number of rings

- Make sure that the 2-digit message counter in the base is on. If it is off, press ON/OFF.
- If Toll Saver is on, the number of rings changes to two when you have new messages waiting.
- In some cases, the system may be affected by the ringing system used by the local telephone company.
- If the memory is full or the system is off, the system answers after 10 rings.

If CL appears in the Message Counter

You need to reset the clock.

If the system does not respond to remote commands from a remote touch tone phone

- Make sure you are calling from a touch tone phone. When you dial a number, you should hear tones. If you hear clicks instead, the phone is not a touch tone telephone.
- The answering system may not detect the Remote Access Code while your announcement is playing. Try waiting until the announcement is over before entering the code.
- Make sure you enter your Remote Access Code correctly.
- There may be noise or interference on the phone line you are using. Press keys firmly.

If your outgoing announcement isn't clear

- If you record your announcement at the base, make sure you speak in a normal tone of voice, about 9 inches from the base.
- Make sure there is no "background" noise (TV, music, etc.) while you are recording.
- For best sound quality, record the announcement using the cordless handset.

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Cordless Digital Answering System
Speakerphone 7630

ANSWERING SYSTEM OPERATION

1 Dial telephone number and wait for system to answer.

2 Enter Remote Access Code.

3 After the system beeps twice, enter a command from the other side of this card.

Your Remote Access Code _____
(The preset code is 500)

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Cordless Digital Answering System
Speakerphone 7630

ANSWERING SYSTEM OPERATION

1 Dial telephone number and wait for system to answer.

2 Enter Remote Access Code.

3 After the system beeps twice, enter a command from the other side of this card.

Your Remote Access Code _____
(The preset code is 500)

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Play all messages in mailbox	1, then mailbox number
Play new messages in mailbox	2, then mailbox number
Save messages	Hang up
Delete message being played	3
Delete all messages in mailbox	3, then mailbox number after you hear "End of messages"
Repeat	4
Stop playback	5
Skip message	6
Change announcement	* 7, after beep, press 5 to end
Review day/time settting	8
Change day/time setting	*8
Review settings	9
Change settings	*9
Review on/off status	0
Change on/off status	*0
Voice Help Menu	5 any time you hear 2 beeps

Play all messages in mailbox	1, then mailbox number
Play new messages in mailbox	2, then mailbox number
Save messages	Hang up
Delete message being played	3
Delete all messages in mailbox	3, then mailbox number after you hear "End of messages"
Repeat	4
Stop playback	5
Skip message	6
Change announcement	* 7, after beep, press 5 to end
Review day/time settting	8
Change day/time setting	*8
Review settings	9
Change settings	*9
Review on/off status	0
Change on/off status	*0
Voice Help Menu	5 any time you hear 2 beeps